	KK Tool 1 – Budget Details Page	
	V.1.0.	08-13-2013

This tool provides a guide to using the **Budget Details page** in SMART. The Budget Details page is accessible by the **GL Viewer role** in SMART and allows you to locate and view budget details and budget exception details. Budget exceptions are identified during certain SMART batch processes.

START:

Navigate to the
Budget Details page:
Commitment Control > Review Budget Activities > Budget Details > Find an Existing Value Tab

→

Enter the desired search criteria and click the **Search button:**

Budget Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit:	=		🔍
Ledger Group:	=		🔍
Account:	begins with		🔍
Department:	begins with		🔍
Fund Code:	begins with		🔍
Service Location:	begins with		🔍
Program Code:	begins with		🔍
Budget Unit:	begins with		🔍
Affiliate:	begins with		🔍
Fund Affiliate:	begins with		🔍
Agency Use:	begins with		🔍
ChartField 2:	begins with		🔍
PC Business Unit:	begins with		🔍
Project:	begins with		🔍
Activity:	begins with		🔍
Source Type:	begins with		🔍
Budget Period:	begins with		🔍
Statistics Code:	begins with		🔍

Search   Clear   Basic Search   💾 Save Search Criteria

Click the 'Ledger Group' Lookup button to access the 'Look Up Ledger Group' page:

Look Up Ledger Group

SetID: ████

Ledger Group: begins with ████

Look Up   Clear   Cancel   Basic Lookup

Search Results

View All   First ◄ 1-12 of 12 ► Last

Ledger Group	Description	Ledger Group Type
CC_APPROP	Appropriation Ledger Group	Expense
CC_CASH	Cash Control Ledger Group	Expense
CC_CSH_REV	Cash Revenue Ledger Group	Revenue
CC_DETAIL	Detail Budget Ledger Group	Expense
CC_IBARS_E	IBAR Exp Budget Ledger Group	Expense
CC_IBARS_R	IBAR Rev Budget Ledger Group	Revenue
CC_OPERATE	Operating Budget Ledger Group	Expense
CC_OPR_DOB	DoB Opr Budget Ledger Group	Expense
CC_PRJ_PRT	Project Budget Parent Ldgr Grp	Expense
CC_PROJECT	Project Budget Ledger Group	Expense
CC_REV	Revenue Estimate Ledger Group	Revenue
CC_REV_DOB	DOB Rev Est Budget Ledger Grp	Revenue

Ledger Group:
CC_APPROP = Agency's Appropriated Budget (from the Legislature – the agency cannot change this Ledger)
CC_OPERATE = Agency's Operating Budget (maintained by the agency)

SMART returns a list of **Search Results** for the budget details which meet the Search criteria.
The Search Results are displayed at the bottom of the page beneath the Search criteria section.

Budget Details page – Search Results section:

Business Unit	Ledger Group	Account	Department	Fund Code	Service Location	Program Code	Budget Unit	Affiliate	Fund Affiliate	Agency Use	ChartField 2	PC Business Unit	Project	Activity	Source Type	Budget Period	Statistics Code
	CC_APPROP	50		1000	(blank)	(blank)	0053	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2007	(blank)
	CC_APPROP	50		1000	(blank)	(blank)	0053	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2009	(blank)
	CC_APPROP	50		1000	(blank)	(blank)	0053	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2011	(blank)
	CC_APPROP	50		1000	(blank)	(blank)	0053	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2012	(blank)
	CC_APPROP	50		1000	(blank)	(blank)	0054	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2011	(blank)
	CC_APPROP	50		1000	(blank)	(blank)	0054	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2012	(blank)
	CC_APPROP	9000		1000	(blank)	(blank)	0053	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2007	(blank)
	CC_APPROP	9000		1000	(blank)	(blank)	0053	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	2009	(blank)

Search Results — View All — First ◄ 1-8 of 8 ► Last

Select the desired Search Result row to open the Commitment Control Budget Details page.

Commitment Control Budget Details page:

Commitment Control Budget Details

Business Unit	Ledger Group	Dept	Fund	Bud Unit	Account	Budget Period
▮	CC_APPROP	▮	1000	0053	50	2012

Display Chart ⓘ

Ledger Amounts

Budget:	20,277,423.75 USD	💵 📂	Attributes	Max Rows: 100
Expense:	8,253,548.50 USD	💵 📂	Parent / Children	
Encumbrance:	60,406.59 USD	💵 📂	Associated Budgets	

Associate Revenue: 0.00 USD

Available Budget

Without Tolerance:	11,963,468.66	USD	Percent:	(59%)
With Tolerance:	11,963,468.66	USD	Percent:	(59%)

Budget Exceptions

Exception Errors:	0	Exception Warnings:	0	Budget Exceptions

Drill to Ledger page icon 💵

Drill to Activity Log icon 📂

Ledger Amounts Section:

Budget: In this example, the agency's total Appropriation Budget is displayed [because CC_APPROP Ledger was chosen]. (This is the amount that was Appropriated to the Agency by the Legislature).

Expense: Displays the agency's expenses thus far. Expenses are comprised of: Vouchers, Interfunds, P-Card Transactions, Travel & Expense Reports, and/or General Ledger Journal Entries (including Payroll journals).

Encumbrance: Displays the agency's outstanding encumbrance balances (Purchase Orders, Travel Authorizations, and/or GL encumbrance journals which are encumbering budget monies).

Drill to Ledger Page icon: Clicking this icon opens the **Ledger Page** in a new window and will display results by Fiscal Year and Accounting Period.

Drill to Activity Log Page icon: Clicking this icon opens the **Activity Log Page** in a new window and will display transaction details.

Attributes Link: The State of Kansas is not using this functionality. Please do not click on this link, thank you.

Max Rows: Displays the number of rows to be displayed in the Search Results section. The default value is 100, and the maximum result is 300 records.

Available Budget Section:

Without Tolerance and With Tolerance: Both balances should be the same. The State of KS does not set tolerance amounts.

Budget Exceptions Section:

Exception Errors: Displays the number of Budget Exception Errors (identified during budget checking batch processes). Errors will stop a transaction from processing and must be reviewed and fixed by the agency before processing can continue.

Exception Warnings: Displays the number of Budget Exception Warnings (identified during budget checking batch processes). Warnings do not stop a transaction from processing, they inform the agency that a non-control budget exception exists.

Budget Exceptions will turn into a link if exceptions are recorded. The link will take you to the 'Commitment Control Budget Exceptions' page where you will see the ChartField and Transaction Type for the transaction(s) with errors.

Ledger page - Budget Chartfields tab:

Clicking the **Drill to Ledger icon** 📨 on the Commitment Control Budget Details page, opens the **Ledger** page:

Ledger

Business Unit: ▮▮▮   **Ledger:** CC_APR_EXP

Customize | Find | 🏢   First ◁ 1-11 of 11 ▷ Last

Budget Chartfields	Amounts	⊞▶

	Dept	Fund	Bud Unit	Account	Budget Period
🔍	▮▮▮	1000	0053	50	2012
🔍		1000	0053	50	2012
🔍		1000	0053	50	2012
🔍		1000	0053	50	2012
🔍		1000	0053	50	2012
🔍		1000	0053	50	2012
🔍		1000	0053	50	2012
🔍		1000	0053	50	2012
🔍		1000	0053	50	2012
🔍		1000	0053	50	2012
🔍	▮▮▮	1000	0053	50	2012

OK

In this example, the **Ledger** chosen is '**CC_APR_EXP**' = Commitment Control_Appropriations Budget_Expenses Ledger.

The **Ledger page - Budget Chartfields tab** allows you to view the **Department ID**, **Fund**, **Budget Unit**, **Account** (Chartfield values), and the **Budget Period** for the transaction.

Clicking the **Drill Down icon** 🔍 on the Ledger page - Budget Chartfields Tab opens the **Activity Log page.**

Ledger page - Amounts tab:

Ledger

Business Unit: ▮▮▮   **Ledger:** CC_APR_EXP

Customize | Find | 🏢   First ◁ 1-11 of 11 ▷ Last

Budget Chartfields	Amounts	⊞▶

	Dept	Fund	Bud Unit	Account	Fiscal Year	Accounting Period	Base Amount		Transaction Amount		Last Update DateTime	Process Instance
🔍	▮▮▮	1000	0053	50	2012	1	1181662.48	USD	1181662.48	USD	09/14/2011 6:56:43PM	924580
🔍	▮▮▮	1000	0053	50	2012	2	1032752.66	USD	1032752.66	USD	10/04/2011 1:42:35PM	964016
🔍	▮▮▮	1000	0053	50	2012	3	1271195.83	USD	1271195.83	USD	11/14/2011 6:50:28PM	1043564

The **Ledger page - Amounts tab** allows you to view the **Fiscal Year**, **Accounting Period** (Fiscal Month Period, where 1 = July through 12 = June), **Base** (Dollar) **Amount**, **Transaction** (Dollar) **Amount**, **Last Update Date Time** (for the transaction), and the (batch process) **Process Instance** number.

Clicking the **Drill Down icon** 🔍 on the Ledger page > Amounts Tab opens the **Activity Log page**.

Activity Log

Ledger: CC_APR_EXP

		Tran Line	Document Label	Document ID	Ref Bdgt?	Dept	Fund	Bud Unit	Account	Budget Period	Year	Period	Foreign Amount		Monetary Amount	Tran ID	Tran Date
🔍	👣	1	Voucher ID:	W1200001	N		1000	0053	50	2012	2012	1	2,135.00 USD		2,135.00 USD	0002036653	07/06/2011
🔍	👣	1	Voucher ID:	W1200002	N		1000	0053	50	2012	2012	1	1,500.00 USD		1,500.00 USD	0002036654	07/06/2011
🔍	👣	1	Voucher ID:	W1200003	N		1000	0053	50	2012	2012	1	247.35 USD		247.35 USD	0002036655	07/06/2011
🔍	👣	1	Voucher ID:	L1200006	N		1000	0053	50	2012	2012	1	15,856.65 USD		15,856.65 USD	0002075611	07/07/2011

Customize | Find | View All | 🔢   First ◀ 1-100 of 100 ▶ Last

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Drill Down Icon: Clicking the **drill down icon** 🔍 opens more information for the transaction item.

For example:
1. If the Document Label column states 'Voucher ID', clicking the Drill Down icon for the row opens the **Payables Voucher Line Drill Down page**.

2. If the Document Label column states 'Report ID', clicking the Drill Down icon for the row opens the **Expense Line Sheet Drill Down page**.

Activity Log Inquiry Icon: Clicking the **Drill to Activity Log Inquiry icon** 👣 opens the **Commitment Control Activity Log page** in a new window.

Tran Line: Transaction Line number. Transaction line number from the Source Document in SMART.

Document Label: Source document type in SMART. *For example:* Voucher ID or Report ID (Expense Report).

Document ID: Source document identification number in SMART. *For example:* Ten digit Voucher ID number.

Ref Budgt: Indicates if the transaction referenced the budget (got budget checked).
N = No, transaction was not budget checked. An example is a voucher paid from a PO. The PO was previously budget checked so the Voucher will not need to be budget check again.
Y = Yes, transaction was budget checked.

Dept: Department ID – Chartfield value.

Fund: Fund code – Chartfield value.

Bud Unit: Budget Unit – Chartfield value.

Account: Account code – Chartfield value.

Budget Period: Budget Period – Chartfield value.

Year: Fiscal Year.

Period: Accounting Period within Fiscal Year. (1 = July, 12 = June).

Foreign Amount: Dollar amount of transaction.

Monetary Amount: Dollar amount of transaction.

Tran ID: Transaction ID number. Commitment Control transaction number. This number is unique to Commitment Control.

Tran Date: Transaction Date. Date transaction was created in SMART.

Commitment Control Activity Log page - Activity Log Inquiry Criteria section:

Clicking the **Drill to Activity Log Inquiry icon** 🔗 on the Activity Log page opens the **Commitment Control Activity Log page** in a new window.

The top section of this page contains the **Activity Log Inquiry Criteria section:**

Commitment Control Activity Log

Activity Log Inquiry Criteria

Inquiry:	PS_AUTO_DR	Description:	
*Transaction Type:	AP_VOUCHER	Ledger Group:	
Application Business Unit:			
Voucher ID From:	00000093	Voucher ID To:	00000093
Tran ID:	0002444715	Tran Date:	09/19/2011
Process Status:		Process Instance:	
Maximum Rows:	100		

Search   Delete

Inquiry: Contains the name of the inquiry. In this example: **PS_AUTO_DR** = PeopleSoft_Automatic_Delivered Report Auto defaults this inquiry. Users can customize and save inquiries they want to use again.

***Transaction Type:** Drop down list. Select the **Source Transaction Type** that you wish to view. *For example:* Vouchers, Billing, Travel Authorizations, General Ledger Journals, Purchase Orders (encumbrances), and Purchase Requisitions (Pre-Encumbrance Agencies only).

Description: Optional. Allows the user to assign a description to the inquiry if desired.

Ledger Group: Drop down list. Select the desired Ledger Group from which to pull the information when searching using the Inquiry Criteria. If left blank, results for all budget ledgers will be returned.

Application Business Unit: Use this field to enter your **Agency's Business Unit number** (3 digit agency number with two zeroes on the end).

Voucher ID From: and Voucher ID To: If desired, enter a specific Voucher ID number into both fields, or enter a range of voucher ID numbers from which to search.

Tran ID: Transaction ID number. Commitment Control Transaction ID sourced from the Commitment Control module in SMART.

Tran Date: Transaction date. Date the transaction was recorded in the Commitment Control module in SMART.

Process Status: Drop down list. Enables the user to select a transaction budget checking Process Status from the drop down list. Values include: **Error**, **Valid**, or **Warning**.

Process Instance: Drop down list. Allows the user to enter the batch Process Instance number if desired.

Maximum Rows: Default value is 100 rows. Maximum of 300 rows is allowed. Refers to the number of Search Results that will be displayed in the Search Results section below the Search button.

Search button: Once you have entered the desired search criteria, click the Search button to submit the criteria. The Search results will be displayed in a new section below the Search button.

Delete button: Allows user to delete inquiries. The **PS_AUTO_DR** is a delivered inquiry and should not be deleted**.**

Commitment Control Activity Log Lines

Budget Chartfields | Amounts

Line			Ledger Group	Ledger	App BU	GL Bu	Voucher ID	Referenced Budg	Dept	Fund	Bud Unit	Program
1	🔍	📄	CC_APPROP	CC_APR_ENC	■■■		00000093	Y	■■■	3013	3110	
1	🔍	📄	CC_APPROP	CC_APR_EXP	■■■		00000093	N	■■■	3013	3110	
1	🔍	📄	CC_CASH	CC_CSH_EXP	■■■		00000093	N	■■■	3013		

Left Side

Customize | Find | View All | 🔢 First ◀ 1-100 of 100 ▶ Last

Account	PC Bus Unit	Project	Activity	Source Type	Svc Loc	Agy Use	Budget Period	Year	Period
50							2012	2012	3
50							2012	2012	3
								2012	3

Right Side

Line: Displays the transaction Line number.

Drill Down Icon: Clicking the Drill Down icon opens the **Payables Voucher Line Drill Down page** in a new window.

Go To Budget Inquiry: Clicking the Go To Budget Inquiry icon opens the **Commitment Control Budget Details page** in a new window.

Ledger Group: Displays the Ledger Group for the transaction line.

Ledger: Displays the Ledger for the transaction line.

App BU: Displays the Agency's Business Unit number for the transaction line.

GL Bu: Displays the Agency's General Ledger Business Unit number for the transaction line.

Voucher ID: Displays the ten digit Voucher ID number (sourced from the Accounts Payable module) for the transaction line.

Referenced Budg: Indicates if the transaction referenced the budget (got budget checked). **N = No**, transaction was not budget checked; **Y = Yes**, transaction was budget checked.

Dept, **Fund**, **Bud Unit**, **Program**, **Account**: Displays the ChartField values that were used for the transaction line.

PC Bus Unit, **Project**, **Activity**: If applicable, displays the Business Unit number, Project, and Activity for the transaction line. (Only applicable to Agencies using the Projects module in SMART).

Source Type: If applicable, displays the Source Type that was selected for the transaction line. (Only applicable to Agencies using the Source Type field in SMART).

Svc Loc: If applicable, displays the Service Location value that was selected for the transaction line. (Only applicable to Agencies using the Service Location field in SMART).

Agy Use: If applicable, displays the Agency Use value that was selected for the transaction line. (Only applicable to Agencies using the Agency Use field in SMART).

Budget Period: Displays the Budget Period the transaction was recorded.

Year: Displays the Fiscal Year the transaction was processed.

Period: Displays the Accounting Period (Fiscal month within the Fiscal Year, where 1 = July, and 12 = June) the transaction was processed.

Commitment Control Activity Log Lines

			Ledger Group	Ledger	App BU	GL Bu	Voucher ID	Referenced Budg	Dept		Fund	Bud Unit	Program	Account
Line	🔍	📋	CC_APPROP	CC_APR_ENC	⬛		00000093	Y	⬛		3013	3110	Left Side	50
1	🔍	📋	CC_APPROP	CC_APR_EXP	⬛		00000093	N	⬛		3013	3110		50
1	🔍	📋	CC_CASH	CC_CSH_EXP	⬛		00000093	N	⬛		3013			

Customize | Find | View All | First ◀ 1-100 of 100 ▶ Last **Right Side**

Transaction Amount	Transaction Currency	Base Amount	Base Currency	Quantity	Entry Event	Pass EE Process	Instance	Status	View Exceptions	Tran Date	Tran ID
-299.30	USD	-299.30	USD	-1.0000		N	940053	Warning	View Exceptions	09/19/2011	0002444715
299.30	USD	299.30	USD	1.0000		N	940053	Warning	View Exceptions	09/19/2011	0002444715
299.30	USD	299.30	USD	1.0000		N	940053	Warning	View Exceptions	09/19/2011	0002444715

The left side of the Amounts Tab is the same as the left side of the Budget Chartfields tab (please refer to page 6 of this document for those definitions).

The right side of the Amounts Tab contains:

Transaction Amount: Displays the total dollar amount for the transaction line.

Base Amount: Displays the total dollar amount for the transaction line.

Quantity: Displays the total quantity for the transaction line.

Pass EE Process: Not applicable – the State of Kansas is not using this functionality.

Instance: Displays the batch Process Instance number.

Status: Displays the Status of the transaction line (from the budget checking batch process) Values are: **Valid**, **Warning**, and **Error**. Errors must be fixed before a transaction can continue processing. Warnings indicate a non-control budget exception and do not stop processing.

View Exceptions: Clicking the 'View Exceptions' link opens the **Commitment Control Exceptions page** in a new window.

Tran Date: Displays the date that the transaction was created in the Commitment Control module in SMART.

Tran ID: Displays the ten digit Commitment Control transaction number (sourced from the Commitment Control module in SMART).